

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

September 8, 2016

What's Inside:

**Changes in
Child Care
Authorizations**

M E M O R A N D U M

TO: ALL REGIONAL AND COUNTY FSD STAFF

FROM: TIM DECKER, DIRECTOR, CHILDREN'S DIVISION
JULIE GIBSON, DIRECTOR, FAMILY SUPPORT DIVISION

SUBJECT: Changes in Child Care Authorization

DISCUSSION:

The 2014 reauthorization of the Child Care Development Fund requires child care to be authorized for a twelve (12) month period. Effective immediately, all child care authorizations must be entered for the entire twelve (12) month eligibility period.

When it is known that an authorization will change during the eligibility period, authorizations can now be entered in "blocks of time" on the Child Authorization Screen (FM3O/CCAUTH) in FAMIS. FAMIS programming has been changed to allow for an authorization begin date greater than 30 days in the future.

Example: Ina is in the 2nd grade and needs before and after school care September through May but needs full time care June through August. Ina's child care eligibility dates are March 1, 2016 to February 28, 2017. Staff will authorize Ina for part time care March 1st through May 15th (last day of school). A second authorization for full time care must be entered for May 16th through August 31st. A third authorization must be entered for part time care beginning September 1st through February 28th.

FAMIS programming has also been added so future authorizations can be voided if it is determined a future "block" is incorrect or is no longer needed. To void an authorization on FM3O, place a U on the command line and a V in the AUTH field. Staff can prompt (=F4+) in the AUTH field or type a V and press enter. This will void the authorization selected and FAMIS will generate a letter to notify the eligibility unit and child care provider the authorization has been voided and includes the "new" end date of the authorization.

If child care is not needed for a child that is included (IN) on the EUMEMROL (FM3Z) screen after an authorization is voided, the child's status should be updated on the CHSTATUS (FM3P) screen per memo CD 16-52/OEC16-07.

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children’s Division and Family Support Division staff. 2. Review revised Child Care Subsidy sections as indicated below. 3. All questions should be cleared through normal supervisory channels and directed to: 	
PDS/MAS II CONTACT Justin Logan 573-751-2037 Justin.C.Logan@dss.mo.gov	PROGRAM MANAGER Marianne Dawson 573-751-6793 Marianne.A.Dawson@dss.mo.gov
CHILD CARE SUBSIDY PROGRAM MANUAL REVISIONS N/A	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE N/A	
ADMINISTRATIVE RULE N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A	
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A	
PROTECTIVE FACTORS (Link applicable factors and enter N/A if not applicable.) Parental Resilience Social Connections Knowledge of Parenting and Child Development Concrete Support in Times of Need Social and Emotional Competence of Children	
FACES REQUIREMENTS N/A	